

Handout 4-1: Activating the EOC

Emergency Function (EF) 1

MANAGING EMERGENCY OPERATIONS

(Excerpted from Jefferson County, AL Emergency Operations Plan -EOP)

The Emergency Management Agency (EMA) is the county's 24-hour "crisis monitor."

As emergency situations threaten to occur, the county EMA Coordinator may convene a "Crisis Action Team (CAT)" or activate the Emergency Operations Center (EOC) to facilitate evaluation and incident planning and possible activation and implementation of emergency functions and resources.

Certain near instantaneous events may trigger immediate, full EOC activation.

The EOC is the key to successful response and recovery operations. With decision-makers and policymakers located together, personnel and resources can be used efficiently. Coordination of activities will ensure that all tasks are accomplished and minimize duplication of efforts.

"As emergency situations threaten to occur" defines the circumstances under which the designated individual, the "EMA Coordinator," is given the authority to "activate the EOC"

IV. CONCEPT OF OPERATIONS

A. GENERAL

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| 1. As defined by State law (cite specific statute), the <u>County Emergency Management Agency (EMA)</u> is the <u>lead agency</u> for facilitating coordination among local, State, Federal, and private-sector agencies and groups within the county. | <i>Designates EMA as the lead agency</i> |
| 2. The <u>EMA Coordinator serves as the key element in emergency planning and is the primary coordinator/advisor for the Emergency Management Council</u> | <i>Designates EMA Coordinator as primary advisor</i> |
| 3. The <u>EMA Coordinator or designee is the point of contact (POC) for State assistance</u> | <i>Designates EMA Coordinator as POC with the State</i> |
| 4. During a full EOC activation, all EOC representatives are expected to coordinate directly with their functional counterparts in the local/State/Federal government and private sector | |
| 5. The County Community Emergency Management System (CEMS) standardizes: <ul style="list-style-type: none">• Organizational levels for managing emergencies.• Emergency management methods.• Training for emergency responders and managers | |
| 6. <u>Local jurisdictions, including county; cities and towns; fire, schools, utilities, and other special districts</u> will be encouraged to be part of this system to bring together what will be needed to respond to an emergency event or disaster | <i>Defines other players in emergency management system</i> |

D. EMERGENCY OPERATIONS CENTER (EOC)

1. On behalf of the Emergency Management Council, the EMA Coordinator has the responsibility for coordinating the entire emergency management organization. The Coordinator makes all routine decisions and advises the officials on courses of action available for major decisions. During emergency operations, the Coordinator is responsible for the proper functioning of the EOC. The Coordinator also acts as a liaison with the State and Federal emergency agencies and neighboring counties
2. The EOC is the central point for emergency management operations. The purpose of this central point is to ensure harmonious response when the emergency involves more than one political entity and several response agencies. Coordination and supervision of all services will be through the EOC Director and Section Chiefs to provide for the most efficient management of resources.
3. During emergency situations, certain agencies will be required to relocate their center of control to the EOC. During large-scale emergencies, the EOC will become the seat of government for the duration of the crisis. However, in some situations, it may be appropriate for some agencies to operate from an alternate site other than the EOC or their primary locations.
4. All Departments involved in disaster operations will be responsible for coordinating communications and accountability with their respective staff members and/or mutual aid resources. Accountability shall include location of deployed resources, hours worked, applicable expenditures, and emergency staff information.

*Describes EMA
Coordinator
responsibilities*

*Describes the
EOCs purpose*

*Describes the
responsibilities of
other
departments
within the
jurisdiction*